Project Closeout Report

To use this template: Use the sections needed for your project. Enter your project information in the [bracketed] areas.

Project: [Official title]

Project Start Date: [Start date]

Project Close Date: [End date]

Date: [Document date]

## Goals

List the goals from the Project Charter and provide the status of each goal.

| # | Goal | Results |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

## Scope

[Address the question: Was the scope met? Include the scope description from the Project Charter, indicating what was and was not to be delivered. Identify functional areas involved.]

### In Scope

[Describe what was included in this project]

### Out of Scope

[Describe what was not included in this project]

### EXECUTION OF PROJECT SCOPE

[Were the results identified in the scope delivered?]

### SCOPE OF FUTURE OR FOLLOW-ON PROJECTS

[Describe any identified future or follow-on projects]

## Milestones and Deliverables

List the major project milestones. Describe the associated service and/or product delivered and when.

| Milestone | Deliverable | Date Delivered |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

## Project Documentation Ownership and Storage Location

[Indicate who owns the project documentation and where it is stored]

| Project Documentation Category | Owner | Storage Location |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

## Project Team Members

TOTAL NUMBER OF PROJECT STAFF AND CONSULTANTS

[List the total number of staff and outside consultants who worked on this project.]

List the members of the Project Team and their area(a) of responsibility for this project only if they are different from those listed in the Project Charter.

| Role | Name / Affiliation | Project Responsibilities |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

## Transfer to Ongoing Operations

[Describe the handoff of ongoing tasks and maintenance to operations, identifying ownership and operational roles]

REFERENCE DOCUMENTATION

[Identify any related documentation and where it is stored]

## Closeout Checklist

| Yes | No | Item |
| --- | --- | --- |
| o | o | Were all expected performance standards satisfied? |
| o | o | Have lessons learned and/or process improvement recommendations been documented? |

## Definitions

List and define the terms, abbreviations, and acronyms used in this document.

| Term, Abbreviation, or Acronym | Definition |
| --- | --- |
|  |  |
|  |  |
|  |  |

## Project Completion Sign-off

| Role | Name | Signature | Date |
| --- | --- | --- | --- |
| Executive Sponsor |  |  |  |
| Project Lead |  |  |  |
| Project Manager |  |  |  |